

**IN THE UNITED STATES PATENT AND TRADEMARK OFFICE**

Application No. 10/691,261  
Applicant: Ian D. Gaston  
Filed: October 22, 2003  
Group Art Unit: 3629  
Examiner: Candice D. Carter  
Title: Method for Standardizing Reporting of Issues, Assumptions,  
and Risks for a Risk Review Board  
  
Docket No.: 2560.054 (50-02-059CP)  
Customer No.: 60826

Mail Stop Amendment  
Commissioner of Patents  
P.O. Box 1450  
Alexandria, VA 22313-1450

**AMENDMENT PURSUANT TO 37 C.F.R. § 1.111**

Dear Sir:

In response to the Office Action dated 07 November 2008, please amend the above-referenced application as follows:

**Amendments to the claims** begin on page 2 of this paper.

**Remarks** begin on page 7 of this paper.